

Lexmark™ X65x Quick Reference

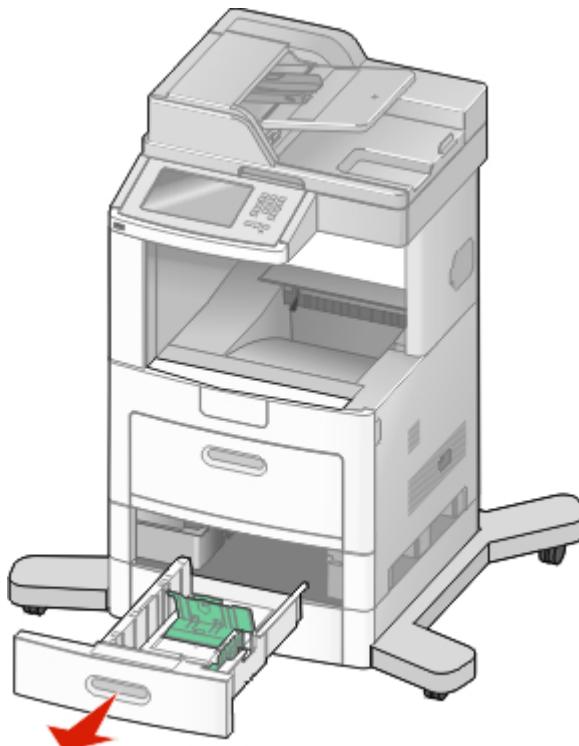
Loading paper and specialty media

Loading the standard or optional 250-sheet or 550-sheet tray

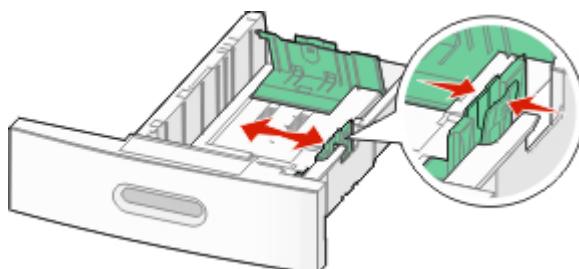
Although the 250-sheet tray and the 550-sheet tray are different in appearance, they require the same process for loading paper. Use these instructions to load paper in either tray:

- 1 Pull the tray out.

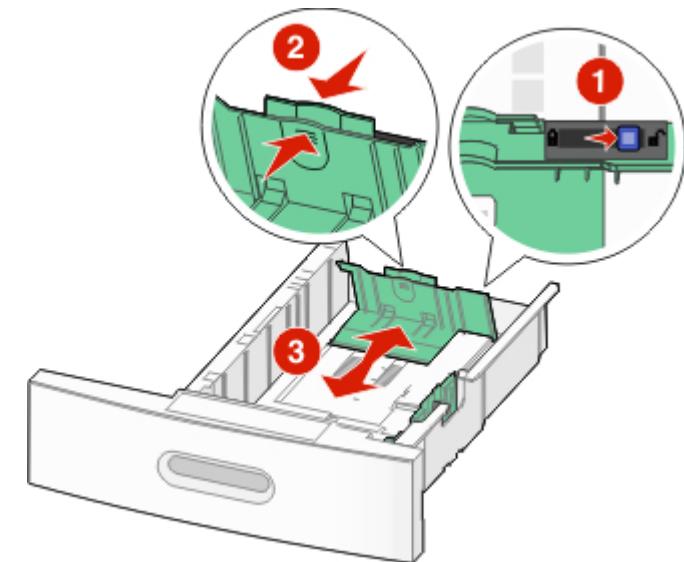
Note: Do not remove trays while a job prints or while **Busy** appears on the display. Doing so may cause a jam.



- 2 Squeeze the width guide tab inward as shown, and move the width guide to the correct position for the paper size being loaded.

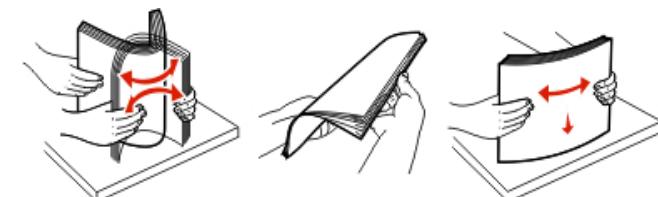


- 3 Unlock the length guide, squeeze the length guide tab inward as shown, and slide the guide to the correct position for the paper size being loaded.



Notes:

- Use the size indicators on the bottom of the tray to help position the guides.
 - For standard paper sizes, lock the length guide.
- 4 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

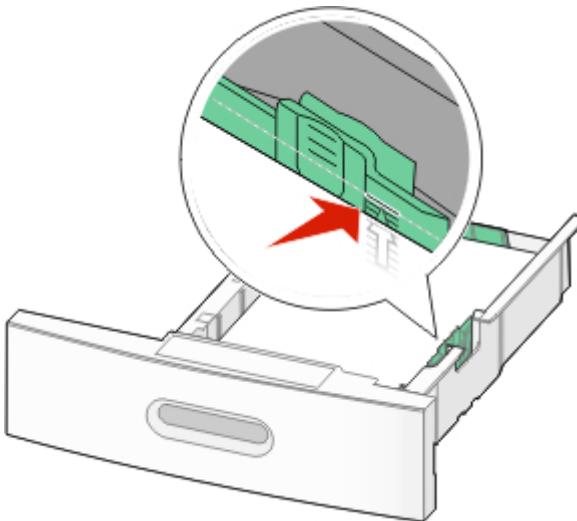


5 Load the paper stack:

- Print side facedown for single-sided printing
- Print side faceup for duplex printing

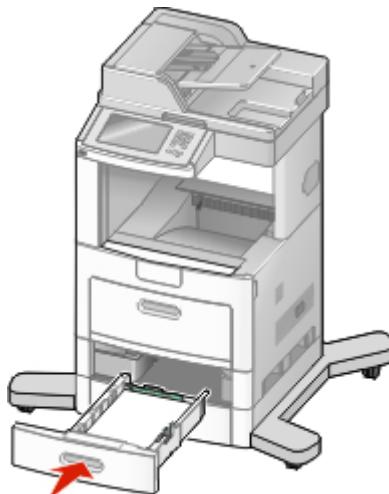
Note: Paper must be loaded differently in the trays if an optional StapleSmart™ II Finisher is installed. For more information, see the *User's Guide*.

Note: Notice the maximum fill line on the side of the tray which indicates the maximum height for loading paper. Do not overload the tray.



6 If necessary, adjust the paper guides to lightly touch the sides of the stack, and lock the length guide for the paper sizes indicated on the tray.

7 Insert the tray.

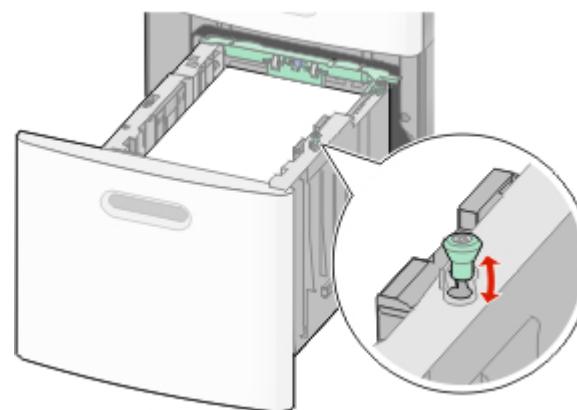


8 If a different type of paper was loaded than the type previously loaded in the tray, then change the Paper Type setting for the tray from the printer control panel.

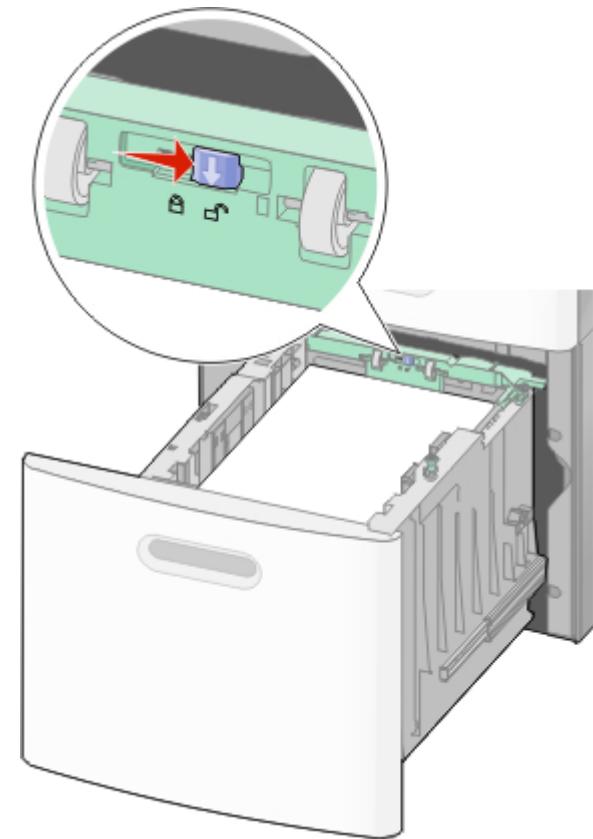
Loading the 2000-sheet tray

1 Pull the tray out.

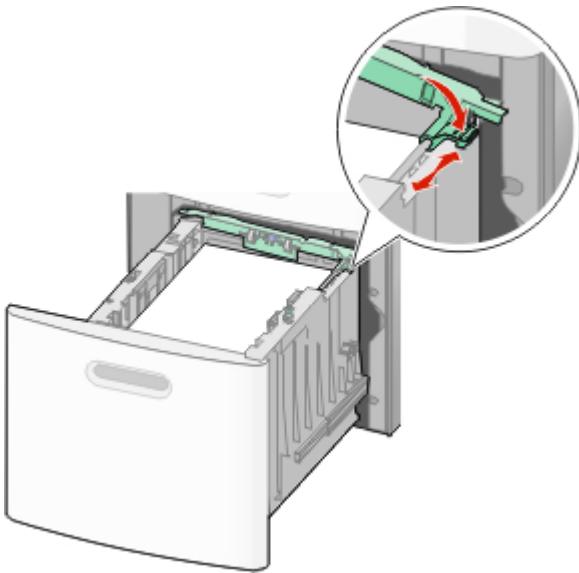
2 Pull up and slide the width guide to the correct position for the paper size being loaded.



3 Unlock the length guide.



- 4** Push the length guide release latch to raise the length guide, slide the guide to the correct position for the paper size being loaded, and then lock the guide.



- 5** Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

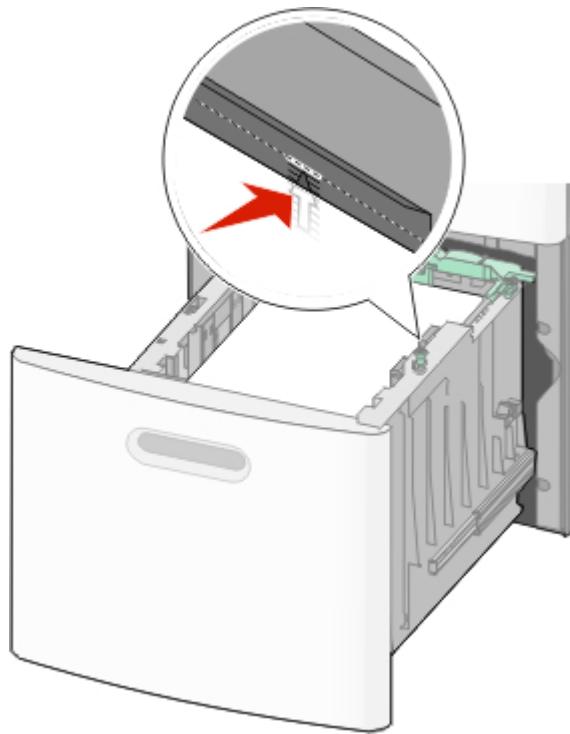


6 Load the paper stack:

- Print side facedown for single-sided printing
- Print side faceup for duplex printing

Note: Paper must be loaded differently in the trays if an optional StapleSmart II Finisher is installed. For more information, see the *User's Guide*.

Note: Notice the maximum fill line on the side of the tray which indicates the maximum height for loading paper. Do not overload the tray.



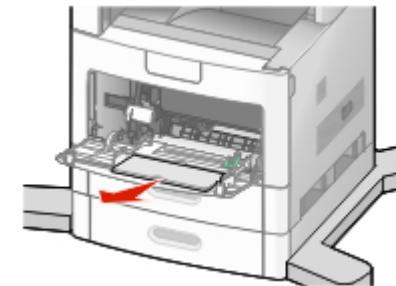
- 7** Insert the tray.

Loading the multipurpose feeder

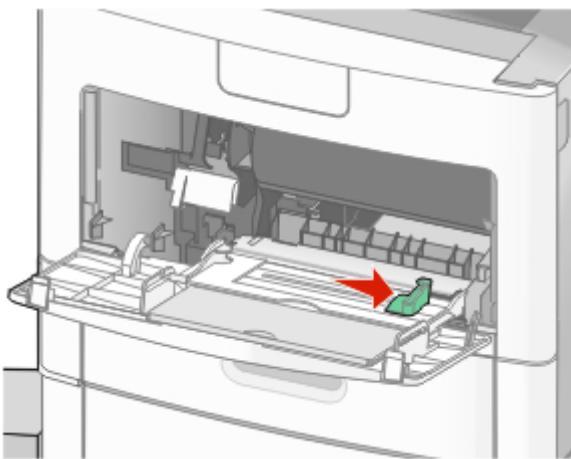
- 1** Pull down the multipurpose feeder door.



- 2** Pull out the extension until it is fully extended.



- 3 Slide the width guide to the far right.



4 Flex the sheets of paper or specialty media back and forth to loosen them, and then fan them. Do not fold or crease them. Straighten the edges on a level surface.

5 Load the paper or specialty media. Slide the stack gently into the multipurpose feeder until it comes to a stop.

Notes:

- Do not exceed the maximum stack height by forcing paper under the stack height limiter.
- Do not load or close a tray while a job is printing.
- Load only one size and type of media at a time.
- Load envelopes with the flap side up.

Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

6 Adjust the width guide to lightly touch the edge of the paper stack. Make sure the paper fits loosely in the multipurpose feeder, lies flat, and is not bent or wrinkled.

7 From the printer control panel, set the Paper Size and Paper Type.

Setting the Paper Size and Paper Type

The Paper Size setting is determined by the position of the paper guides in the tray for all trays except the multipurpose feeder. The Paper Size setting for the multipurpose feeder must be set manually. The factory default Paper Type setting is Plain Paper. The Paper Type setting must be set manually for all trays that do not contain plain paper.

- 1 Make sure the printer is on and **Ready** appears.
- 2 On the home screen, touch
- 3 Touch **Paper Menu**.
- 4 Touch **Paper Size/Type**.
- 5 Touch the arrows for the desired tray until the correct size or type setting appears.
- 6 Touch **Submit**.
- 7 Touch to return to the home screen.

Copying

Copying using the scanner glass

- 1 Place an original document facedown on the scanner glass in the upper left corner.
- 2 On the home screen, touch **Copy**, or use the keypad to enter the number of copies.
The copy screen appears.
- 3 Change the copy settings as needed.
- 4 Touch **Copy It**.
- 5 If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the Next Page**.
- 6 Touch **Finish the Job** to return to the home screen.

Copying using the ADF

- 1 Load an original document faceup, short edge first into the ADF.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 Adjust the paper guides.
- 3 On the home screen, touch **Copy**, or use the keypad to enter the number of copies.
The copy screen appears.
- 4 Change the copy settings as needed.
- 5 Touch **Copy It**.

Copying from one size to another

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 On the home screen, touch **Copy**.
- 4 Touch **Copy from**, and then identify the size of the original document.
- 5 Touch **Copy to**, and then select the size you want the copy to be.
- 6 Touch **Copy It**.

Note: If you select a paper size that is different from the "Copy from" size, then the printer will scale the size automatically.

Copying a document that contains mixed paper sizes

Use the ADF to copy an original document that contains mixed paper sizes. Depending on the paper sizes loaded and the "Copy to" and "Copy from" settings, each copy is either printed on mixed paper sizes (Example 1) or scaled to fit a single paper size (Example 2).

Example 1: Copying to mixed paper sizes

The printer has two paper trays, one tray loaded with letter-size paper and the other with legal-size paper. A document that contains letter- and legal-size pages needs to be copied.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Copy from**, and then touch **Auto Size Sense**.

5 Touch **Copy to**, and then touch **Auto Size Match**.

6 Touch **Copy It**.

The scanner identifies the mixed paper sizes as they scan. Copies are printed on mixed paper sizes corresponding to the paper sizes of the original document.

Example 2: Copying to a single paper size

The printer has one paper tray, loaded with letter-size paper. A document that contains letter- and legal-size pages needs to be copied.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Copy from**, and then touch **Mixed Letter/Legal**.

5 Touch **Copy to**, and then touch **Letter**.

6 Touch **Copy It**.

The scanner identifies the mixed paper sizes as they scan and then scales the legal-size pages to print on letter-size paper.

Copying on both sides of the paper (duplexing)

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 From the Sides (Duplex) area, touch the button that looks the way you want your copies duplexed.

The first number represents sides of the original documents; the second number represents sides of the copy. For example, select 1-sided to 2-sided if you have 1-sided original documents and you want 2-sided copies.

5 Touch **Copy It**.

Copying multiple pages onto a single sheet

In order to save paper, you can copy either two or four consecutive pages of a multiple-page document onto a single sheet of paper.

Notes:

- The Paper Size must be set to Letter, Legal, A4, or B5 JIS.
- The Copy Size must be set to 100%.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Select a duplex setting.

5 Touch **Options**.

6 Touch **Paper Saver**.

7 Select the desired output.

8 Touch **Print Page Borders** if you want a box drawn around each page of the copies.

9 Touch **Done**.

10 Touch **Copy It**.

Faxing

Sending a fax using the printer control panel

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 On the home screen, touch **Fax**.
- 4 Enter the fax number or a shortcut using the touch screen or keypad.

To add recipients, touch **Next Number**, and then enter the recipient's telephone number or shortcut number, or search the address book.

Note: To place a dial pause within a fax number, press . The dial pause appears as a comma in the "Fax to" box. Use this feature if you need to dial an outside line first.
- 5 Touch **Fax It**.

Printing

Printing a document

- 1 Load paper into a tray or feeder.
- 2 From the printer control panel Paper menu, set the Paper Type and Paper Size to match the loaded paper.
- 3 Do one of the following:

For Windows users

- a With a document open, click **File → Print**.
- b Click **Properties, Preferences, Options, or Setup**, and then adjust the settings as needed.

Note: To print on a specific size or type of paper, adjust the paper size or type settings to match the loaded paper, or select the appropriate tray or feeder.

- c Click **OK**, and then click **Print**.

For Macintosh users

- a Customize the settings as needed in the Page Setup dialog:

- 1 With a document open, choose **File > Page Setup**.
- 2 Choose a paper size or create a custom size to match the loaded paper.
- 3 Click **OK**.

- b Customize the settings as needed in the Print dialog:

- 1 With a document open, choose **File > Print**.
If necessary, click the disclosure triangle to see more options.
- 2 From the Print dialog and pop-up menus, adjust the settings as needed.

Note: To print on a specific paper type, adjust the paper type setting to match the loaded paper, or select the appropriate tray or feeder.

- 3 Click **Print**.

Printing confidential and other held jobs

Holding jobs in the printer

When sending a job to the printer, you can specify that you want the printer to hold the job in memory until you start the job from the printer control panel. All print jobs that can be initiated by the user at the printer are called *held jobs*.

Note: Confidential, Verify, Reserve, and Repeat print jobs may be deleted if the printer requires extra memory to process additional held jobs.

Job type	Description
Confidential	When you send a Confidential print job to the printer, you must create a PIN from the computer. The PIN must be four digits using the numbers 0–9. The job is held in printer memory until you enter the PIN from the printer control panel and choose to print or delete the job.
Verify	When you send a Verify print job, the printer prints one copy and holds the remaining copies in printer memory. Verify lets you examine the first copy to see if it is satisfactory before printing the remaining copies. Once all copies are printed, the job is automatically deleted from printer memory.
Reserve	When you send a Reserve print job, the printer does not print the job immediately. It stores the job in memory so you can print the job later. The job is held in memory until you delete it from the Held Jobs menu.
Repeat	When you send a Repeat print job, the printer prints all requested copies of the job and stores the job in memory so you can print additional copies later. You can print additional copies as long as the job remains stored in memory.

Other types of held jobs include:

- Profiles from various sources including Lexmark™ Document Solutions Suite (LDSS)
- Forms from a kiosk
- Bookmarks
- Jobs not printed, which are called *parked jobs*

Printing confidential and other held jobs from Windows

Note: Confidential and Verify print jobs are automatically deleted from memory after they print. Repeat and Reserve jobs continue to be held in the printer until you choose to delete them.

- 1 With a document open, click **File → Print**.
- 2 Click **Properties, Preferences, Options, or Setup**.
- 3 Click **Other Options**, and then click **Print and Hold**.

- 4 Select your job type (Confidential, Reserve, Repeat, or Verify), and then assign a user name. For a confidential job, also enter a four-digit PIN.
 - 5 Click **OK** or **Print**, and then go to the printer to release the job.
 - 6 On the home screen, touch **Held jobs**.
 - 7 Touch your user name.
- Note:** A maximum of 500 results can be displayed for held jobs. If your name does not appear, touch the down arrow until your name appears, or touch **Search Held Jobs** if there are a large number of held jobs in the printer.
- 8 Touch **Confidential Jobs**.
 - 9 Enter your PIN.
 - 10 Touch the job you want to print.
 - 11 Touch **Print**, or touch the arrows to increase or decrease the number of copies, and then touch **Print**.

Printing from a flash drive

A USB port is located on the printer control panel. Insert a flash drive to print supported file types. Supported file types include: .pdf, .gif, .jpeg, .jpg, .bmp, .png, .tiff, .tif, .pcx, and .dcx.

Many flash drives are tested and approved for use with the printer. For more information, visit the Lexmark Web site at www.lexmark.com.

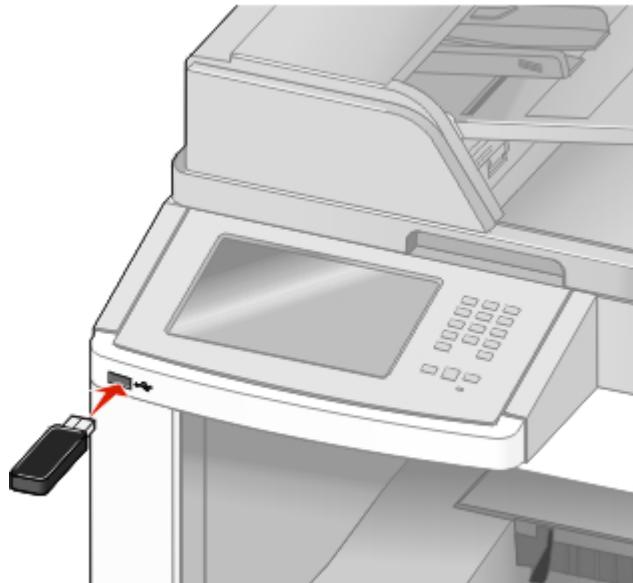
Notes:

- Hi-Speed flash drives must support the Full-speed standard. Flash drives supporting only USB Low-speed capabilities are not supported.
- USB devices must support the FAT (*File Allocation Tables*) system. Devices formatted with NTFS (*New Technology File System*) or any other file system are not supported.
- If selecting an encrypted .pdf file, then enter the file password from the printer control panel.
- Before printing an encrypted .pdf file, enter the file password from the printer control panel.

- You cannot print files for which you do not have printing permissions.

To print from a flash drive:

- 1 Make sure the printer is on and **Ready** appears.
- 2 Insert a flash drive into the USB port.



Notes:

- If you insert the flash drive when the printer requires attention, such as when a jam has occurred, then the printer ignores the flash drive.
- If you insert the flash drive while the printer is printing other jobs, then **Printer Busy** appears. After the other jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

- 3 Touch the document you want to print.

Note: Folders found on the flash drive appear as folders. File names are appended by the extension type (for example, .jpg).

- 4 Touch the arrows if you want to increase the number of printed copies.

- 5 Touch **Print**.

Note: Do not remove the flash drive from the USB port until the document has finished printing.

If you leave the flash drive in the printer after leaving the initial USB menu screen, then you can still print .pdf files from the flash drive as held jobs.

Canceling a print job from the printer control panel

- 1 Touch **Cancel Jobs** on the touch screen, or press  on the keypad.
- 2 Touch the job you want to cancel.
- 3 Touch **Delete Selected Jobs**.

Maintaining the printer

Cleaning the exterior of the printer

- 1 Make sure that the printer is turned off and unplugged from the wall outlet.

 **CAUTION—SHOCK HAZARD:** To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables to the printer before proceeding.

- 2 Remove paper from the standard exit bin.
- 3 Dampen a clean, lint-free cloth with water.

Warning—Potential Damage: Do not use household cleaners or detergents, as they may damage the finish of the printer.

- 4** Wipe only the outside of the printer, making sure to include the standard exit bin.

Warning—Potential Damage: Using a damp cloth to clean the interior may cause damage to your printer.

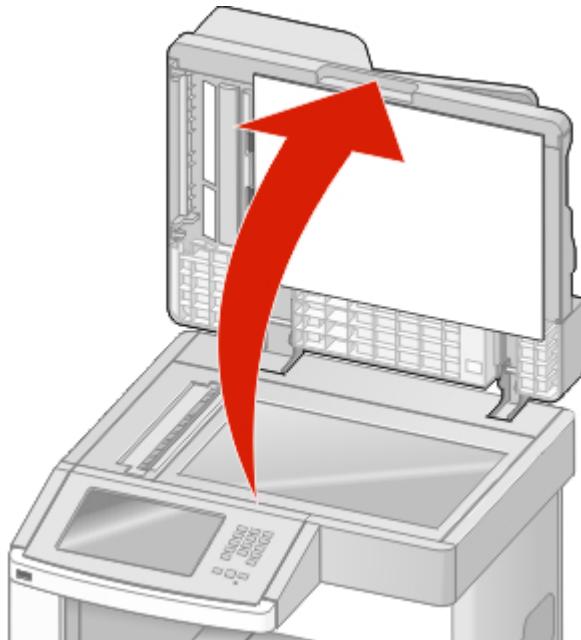
- 5** Make sure the paper support and standard exit bin are dry before beginning a new print job.

Cleaning the scanner glass

Clean the scanner glass if you encounter print quality problems, such as streaks on copied or scanned images.

- 1** Slightly dampen a soft, lint-free cloth or paper towel with water.

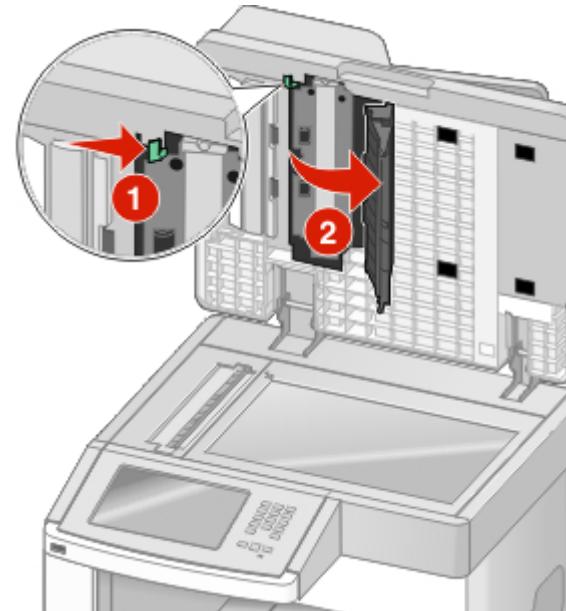
- 2** Open the scanner cover.



- 3** Wipe the scanner glass until it is clean and dry.

- 4** Wipe the white underside of the scanner cover until it is clean and dry.

- 5** Open the bottom ADF door.



- 6** Wipe the ADF scanner glass under the ADF door.

- 7** Close the bottom ADF door.

- 8** Wipe the scanner glass (flatbed) and backing material by moving the cloth or paper towel from side to side.

- 9** Close the scanner cover.